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IWAP Path:

<https://ihcdaonline.com/wap/>

WAP 2015 State Plan

IHCDA has received notification of the approval of the 2015-16 State Plan

P&P Manual

The Semi-Annual update to the Weatherization Policy and Procedures Manual is complete and can be found on the partner side of IHCDA's website for your reference.

<http://www.in.gov/myihcda/>

IHCDA Website

The Public side is client-oriented focusing on qualifications for weatherization services, allowable services, service providers and utilities. Public/Consumer site: www.ihcda.in.gov.

The Partner side is your site to find policy and forms.

Partner site: <http://www.in.gov/myihcda/>

A Picture is Worth a Thousand Words

While clients may meet eligibility requirements for weatherization, Sub-Grantees may defer a client because the housing unit is not a good candidate for weatherization. The Indiana Weatherization network of 23 sub-grantees faces this probability in every home they enter. Annually, through DOE and LIHEAP resources, the network is able to provide services to an estimated 1,500 homes. Additionally an estimated 700 Hoosiers will receive deferral letters outlining why their home is not a good candidate for the weatherization program.

The deferral process and the details contained within the deferral letter can accomplish a few different things:

1. Provide the client with a clear understanding of why the home was deferred, complete with pictures
2. Make the client aware of their options in addressing the deferral issues
3. Make the client aware of their options if the client disagrees with the deferral determination.

However, the deferral letter can also:

1. Leave the client shocked upon receipt of the deferral letter
2. Leave the client without options
3. Leave the client thinking their only option is to contact the State office, their local representative or maybe even the Governor

Obviously, all involved hope 1-3 are predominately how things work out. Unfortunately this is not always the case. For times when the client feels like number 6 is their only option, IHCDA's legal department has established a well defined appeals process and deferral letter template (found in Policy & Procedure Manual).



Welcome to Monitoring 2015-2016

IHCDA has consolidated its fiscal monitoring responsibilities for the Community Programs Division's (CSBG, EAP, IDA and WAP programs) with one contractor, Engaging Solutions, who will conduct compliance reviews of client files and fiscal operations.

File monitoring for WAP will begin under this consolidated approach in FY2016.

The benefits of this new monitoring approach to the sub-grantee:

1. Improves and streamlines communication
2. Reduces duplicate efforts by staff providing the same information multiple times
3. Allows IHCDA to provide more individualized training and technical assistance, as needed
4. Reduces number of overall days onsite completing the monitoring review
5. Enables the sub-grantee to respond to one report instead of multiple reports with multiple deadlines, and communicating with multiple IHCDA staff and contractors

Engaging Solutions starts this new process May 11, 2015. They will be monitoring fiscal operations for the WAP 2015-16 program year that began April 21, 2015. Steve Osborne, Community Programs Monitor, will still conduct the technical and program monitoring components and will be scheduling his visits with each sub-grantee soon.

IHCDA conducted a webinar on 4/22/15 introducing the new combined monitoring process.

If you missed the webinar, IHCDA Community Programs will be sending the FAQ and slide presentation to all Executive Directors

PROGRAM DEADLINES

WX 2014-15 Funds: The regular DOE Weatherization program closed on **MARCH 31, 2015**. **Closeout documentation is due MAY 15, 2015.**

Effective Jan 1, 2015 all closeouts must be submitted with the following:

- Page 1 of Quarterly for a DOE Closeout
- Page 1 & 2 of Quarterly for LIHEAP & State LIHEAP to cover Base/Mechanical/Capital Intensive
- Last page of Job Expense Report

WS & WL 2015 Funds: All expenses charged to these two programs must be incurred prior to Oct 1, 2015.

The number of completions on the job expense report, quarterly report and closeout form must match for the closeout to be processed.

Special Note: One of the criteria for the Incentive Pool is the Closeout must be submitted and approved within 45 days of the end of the grant.

HOOSIER ENERGY

The Hoosier Energy program nears its end and the network nears its 200th install. For those sub-grantees with funds remaining, your current agreement will expire May 31. Prior to that date, an amendment will be issued to extend the expiration date through October 31, 2015.

INDIANA WEATHERIZATION FIELD GUIDE SWS-ALIGNED EDITION IS APPROVED

After a year of prep work and an even longer year worth of hard work, Indiana's Field Guide has successfully been aligned with the DOE Standard Work Specifications (SWS) and passed inspection by DOE.

It is of the utmost importance that each sub-grantee provide their Weatherization staff and contractors with the link to the field guide. It is also of the utmost importance to stress that the new field guide is in effect beginning immediately as of April 8, 2015.

For those performing QCI inspections it is imperative that you become familiar with the new field guide to ensure that all worked performed and "passed" meets the guidance and requirements set forth within the field guide.

Unfortunately we do not have a response from DOE regarding the variances that IHCDA submitted along with the field guide. That being the case, Indiana must follow the new field guide as written until such time that we receive a response specific to the variances from DOE.

At this time IHCDA does not have plans to make printed copies of the field guide available to the network. I believe that once you get into the document you will see that is not the most desired method to access and use the information.

<http://wxfieldguide.com/in/> - Live link to Indiana's field guide http://wxfieldguide.com/in/IndianaWxFg_033115_Web.pdf - PDF version of Indiana's field guide.

INCAA's Contract, SATTs and Competency Maintenance Trainings

INCAA's Contract: The Weatherization training contract with INCAA is in place with training opportunities listed on INCAA's website. There is additional flexibility in the contract this year in an effort to meet the training needs of Indiana's Weatherization Network. Each Weatherization Program Manager is encouraged to examine the training needs of their Weatherization staff and contractors and then work with the staff at INCAA in an effort to meet those needs.

Semi Annual Technical Trainings [SATTs]: There will be a total of three SATTs held at INCAA during the course of the training contract. These SATTs are broken down into specific categories as outlined below:

- ♦ July 21, 2015 — Shell — INCAA
- ♦ September 10, 2015 — Energy Auditor — INCAA
- ♦ February 24, 2016 — Mechanical — NCAA

Competency Maintenance Trainings: There will be three Competency Maintenance Trainings held during the course of the training contract. Each of these three trainings will feature a North and South location for the convenience of those attending. The Competency Maintenance Trainings are also broken down into specific categories and will occur as follows:

- ♦ July 14, 2015 — Shell North — Rochester Library in Rochester, IN
- ♦ July 16, 2015 — Shell South — TRI-CAP in Jasper, IN
- ♦ October 7, 2015 — Energy Auditor North — Location to be determined
- ♦ October 8, 2015 — Energy Auditor South — Location to be determined
- ♦ February 9, 2016 — Mechanical South — Location to be determined
- ♦ February 11, 2016 — Mechanical North — Location to be determined

All of the SATTs and Competency Maintenance Trainings are currently listed on INCAA's website and registration is available.

Programmable Thermostats & Pressure Balancing Rooms

Frequently during IHCD's monitoring, the question of programmable thermostat requirements has come up. Only in situations when NEAT or MHEA is run, does the thermostat need to be programmable. Other than these circumstances, there is no requirement for installing a programmable thermostat. Prior to installation, discuss the operation of the thermostat with the client as well as the potential for increased energy savings. Sub-grantees are encouraged to consider client capabilities and projected energy savings when choosing where to install programmable thermostats.

Material and labor for installing a programmable thermostat is an allowable DOE base expense, where as digital thermostats must be charged to Health and Safety or LIHEAP Mechanical. Also remember the contractors invoice must show the actual material and labor cost for the installation of the thermostat. This will ensure proper cost can be entered into the Roeding-IWAP Database.

IHCD has also received several questions relating to pressure balancing bath rooms. Tom Andrews, with INCAA, states the following steps should be followed:

- Turn the furnace fan on
- Turn the bathroom exhaust fan on
- Close the bathroom door
- Insert the rubber tube or probe under the door and into the bathroom; this should be connected to the input port of your DG 500/700.

A slight negative pressure is desired. If a positive pressure is found, you will need to damper the bathroom supply down. Reducing the amount of supply air will help reduce the chances of moisture settling into the bathroom walls and/or ceiling. If this information seems new to you, IHCD recommends attending a CAZ training class at INCAA.



The Importance of Lead Safe Work Practices

In 1978, the U.S. banned the use of lead based paint due to the identified health hazards it presented. As a result, the EPA issued Lead Safe Work Protocols which DOE adopted and the Indiana Weatherization network must follow.

Lead can enter the bloodstream by ingesting contaminated dust, eating paint chips, or breathing fumes or dust from sanding or torching. Symptoms include: headaches, muscle and joint pain, trouble with digestion, reproductive problems and loss of memory and concentration

Children, especially those under two years old, are extremely sensitive to lead. In addition to the health problems listed above, children exposed to lead may develop: damage to the brain and nervous system, reduction in I.Q. levels, learning dis-

orders and slowed growth

Approximately 35% of the homes we enter were built prior to 1978. Approximately 15% of the homes we enter were built prior to 1940. The EPA estimates 87% of the 1940 or earlier homes contain lead based paint. The probability of coming in contact with lead based paint may seem high, but the risk can be mitigated if Lead Safe Work Practices are followed at all times. The Indiana Weatherization Network takes the health of its clients and staff very seriously, therefore:

- All sub-grantees must have at least one Niton brand XRF 300 analyzer.
- All sub-grantees are required to maintain Lead Firm status through the EPA.
- All sub-grantees must have at least one staff member who has achieved their Renovator certification. A certified renovator must be present as the work begins to ensure proper set-up of lead safe work practices and ensure everyone is properly trained. The certified renovator must also be present at the completion of the job to ensure that clean and clearance testing procedures are performed correctly. The certified renovator must be able to be contacted immediately by telephone or other mechanism while the work is on-going.
- Monitoring has included a LSW component which reviews practices, inventory, XRF use and reporting.
- Use of the XRF is a criteria for gaining access to Incentive funds distributed through each funding cycle.

More information on Lead Safe Work Practices can be found in Section 310 of the Policy and Procedure manual and at <http://www2.epa.gov/lead>

Healthy Homes Pilot Project

The pilot project is in full swing with six (6) sub-grantees participating. These sub-grantees will be evaluating:

- The Home Heating Index (HHI) for its appropriateness in determining the funding level the home is eligible for.
- The scope of measures to be addressed
- The ability to move a home from deferred to weatherization ready

At this point it is IHCD's intent to allow sub-grantees to allocate up to 100% of their 2016 State LIHEAP funds as allocated in October 2015, to address deferral issues.

Lead Firm Renewal

It is time for many agencies and contractors to renew their Firm Certification with the EPA. The process to apply and receive approval for certification/recertification can take up to 90 days.

To potentially help expedite the process, IHCD recommends performing the Firm Renewal on EPA's web-site at epa.gov/lead. In the green box located in the upper right hand corner of the page, click the Apply for Firm Certification/Recertification. You will need to have your Firm Certification number to proceed to the recertification application process.

For your convenience, EPA will allow you to provide an e-mail address to which the new Firm Certification can be sent.

QUALITY CONTROL INSPECTOR [QCI]

IHCDA would like to take this opportunity to congratulate each individual that has obtained the QCI certification. As anyone who has taken on this process can testify to, it was quite an experience.

Indiana now has 33 QCI's within their Weatherization Network! The total number is 39 when you add in INCAA's training staff and IHCDA's monitoring and management staff. That is indeed quite an accomplishment! IHCDA appreciates the dedication of Indiana's Weatherization Network that has led to this accomplishment! We are very proud of our Network!

Please remember, if you earn ten (10) CEU's a year from BPI for the next three (3) years you will not be required to take the written portion of the test when your certification expired. Only the skills test will be required.

Although, I do have it under good authority that Steve Nall will let you sit for the written test again if you really want to.



FINAL INSPECTION FORM

INCAA and IHCDA have developed a new standardized QCI Final Inspection form. The new form is an Excel form and will be available for electronic use. It is required that all of Indiana's Weatherization sub-grantees use the same form.

Therefore, sub-grantees will not be allowed to alter the new form in any way. You will notice once you receive the new form that much of the information is protected so that the information cannot be altered. Sub-grantees will NOT be allowed to develop their own final inspection.

The new form will be provided to the Weatherization Program Managers upon completion with an effective date for its required use. The new form will also be posted on IHCDA's website.

SWS/Field Guide Variance Request

As part of Indiana's Field Guide/SWS submission to the Department of Energy [DOE], IHCDA submitted 10 variance requests. IHCDA has recently been notified that nine of these requests are approved. The following is a list of the variance requests that were approved by the DOE:

- Expansion Tank Installation
- Knob & Tube Wiring
- Code Compliant Venting
- Flex Duct
- Metal Fittings
- Safety Device
- Vented Eave
- Suction Lines
- Extended Warranty

The variance that did not receive approval is Back Flow Prevention.

IHCDA will send the specific information regarding the approved variance requests to the Weatherization Program Managers so that this information can be shared with Indiana's Weatherization Network.

April 1, 2015 – We Made It... and Lived to Tell About It!

In July of 2013 the Department of Energy gathered Weatherization personnel from across the country in Denver, CO for a National Weatherization Program Review. It sounded harmless enough so staff members from both IHCD and INCAA flew to Denver to participate. In retrospect I think the title was just a little misrepresented. I think the better title would have been **Weatherization Shock & Awe!** This was the beginning. DOE rolled out their expectations for the Weatherization Assistance Program [WAP] moving forward. This was our first look at Weatherization – post ARRA – WOW!

It was interesting to watch and listen to the reactions of those who attended this meeting. There was person after person going to the microphone to express their “concerns” with the DOE’s plans. There were round table discussions where the words “what are they thinking”, “this is crazy” and “they will never pull this off” were routinely heard. The words that no one really wanted to say out loud was there is no way “we” can or will pull this off.

So what was Indiana’s reaction? I think at first it was quiet resignation – and FEAR! The information that had been shared with us was very intimidating and close to daunting. Aligned field guides, national certifications, accredited training centers, improved quality – all by April 1, 2015 – really? Okay – so by this time I was thinking it was a little crazy as well.

My early concerns were many. How do we accomplish all this with just under a two year time span to prepare? How do I tell Indiana’s Weatherization Network what is coming? How does INCAA prepare Indiana’s Weatherization Network for national certifications? How do we get everyone on board? How do we meet the expectations of Indiana’s Project Officer [who knew full well what Indiana was capable of]?

As IHCD and INCAA began to digest the information and the dust began to settle our conversations took on a new importance and focus. Those conversations led to the attitude that with everyone working, together Indiana’s Weatherization Network not only **COULD** do this but they **WOULD** do this! And they **DID!**

Fast forward to the present – what has been accomplished? Check out the following list:

- ◆ INCAA became IREC accredited
- ◆ Indiana has 39 QCI certified individuals
- ◆ INCAA has three IREC Master Trainers
- ◆ Indiana has a new field guide aligned with the SWS – approved by DOE
- ◆ Indiana’s 2015-2016 DOE State Plan has been approved
- ◆ Indiana has separated the duties of Energy Auditors and QCI’s
- ◆ Indiana is proceeding to test for the National Energy Auditor Certification
- ◆ INCAA and IHCD staff have presented at NASCSP related to implementing DOE’s Quality Work Plan
- ◆ INCAA and IHCD staff are serving on the Energy Auditor Scheme Committee, Quality Management Committee and NASCSP’s Board of Directors

The above list is quite impressive and represents an incredible amount of work, valuable resources and dedication. On the behalf of IHCD I want to thank each and every person who has played a role in Indiana’s success. There remains much work to be done. However if we continue to apply the same dedication and work ethic as we have throughout the history of the WAP in Indiana, the above list of accomplishments will continue to grow.

There is a saying that we have shared at trainings over the last year or so and it goes something like this: “It is good to be a part of Weatherization in Indiana”. Thank you all for making Indiana a great place to Weatherize homes!

Sincerely,

Ray